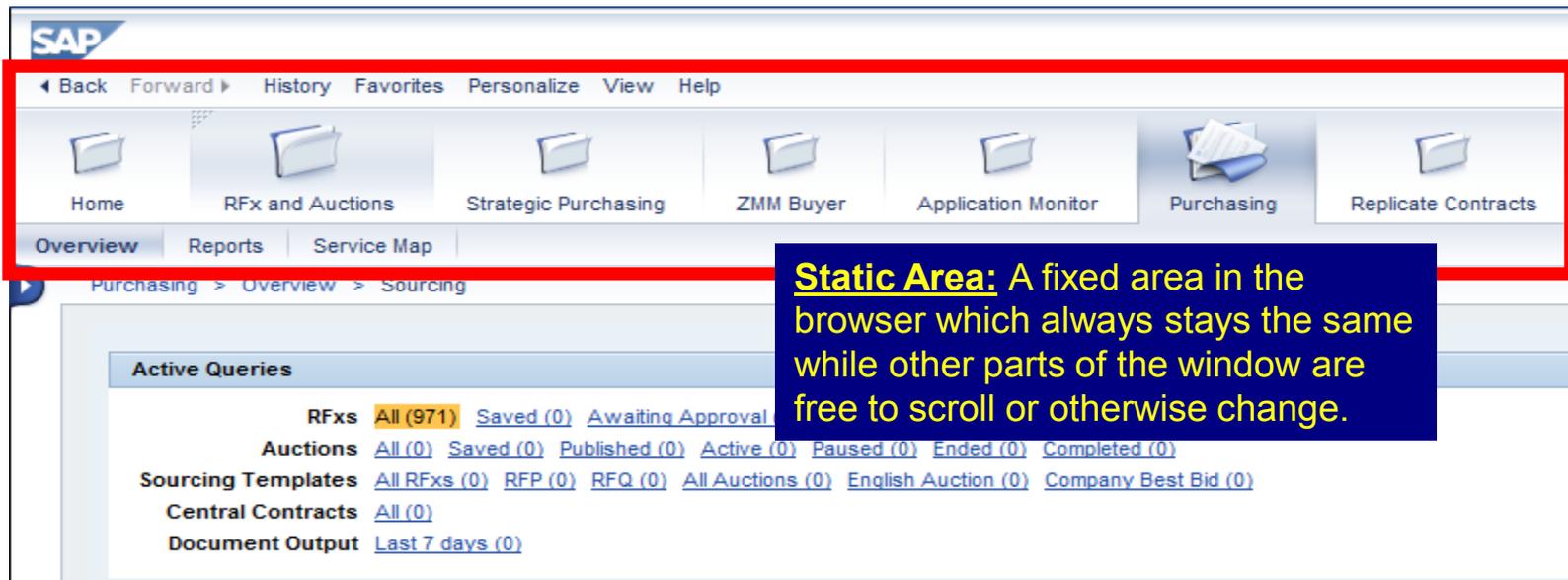


# SRM Portal – Static Area

- The portal offers a single point of entry. Buyers will have access to procurement processes through the SRM portal, based on their security roles.



**Static Area:** A fixed area in the browser which always stays the same while other parts of the window are free to scroll or otherwise change.

- Two main areas in the Portal: dynamic and static.

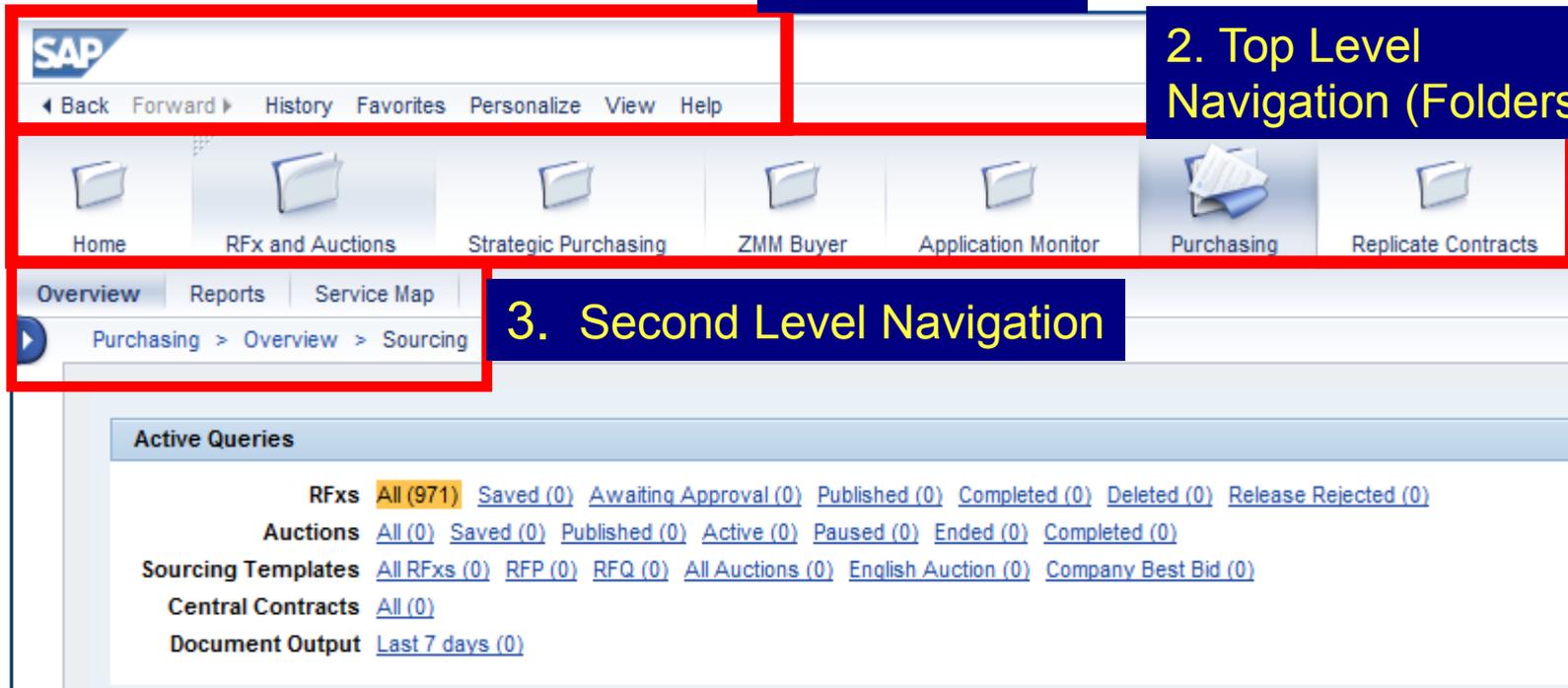
# SRM Portal – Static Area

The distinct static areas are:

1. Masthead

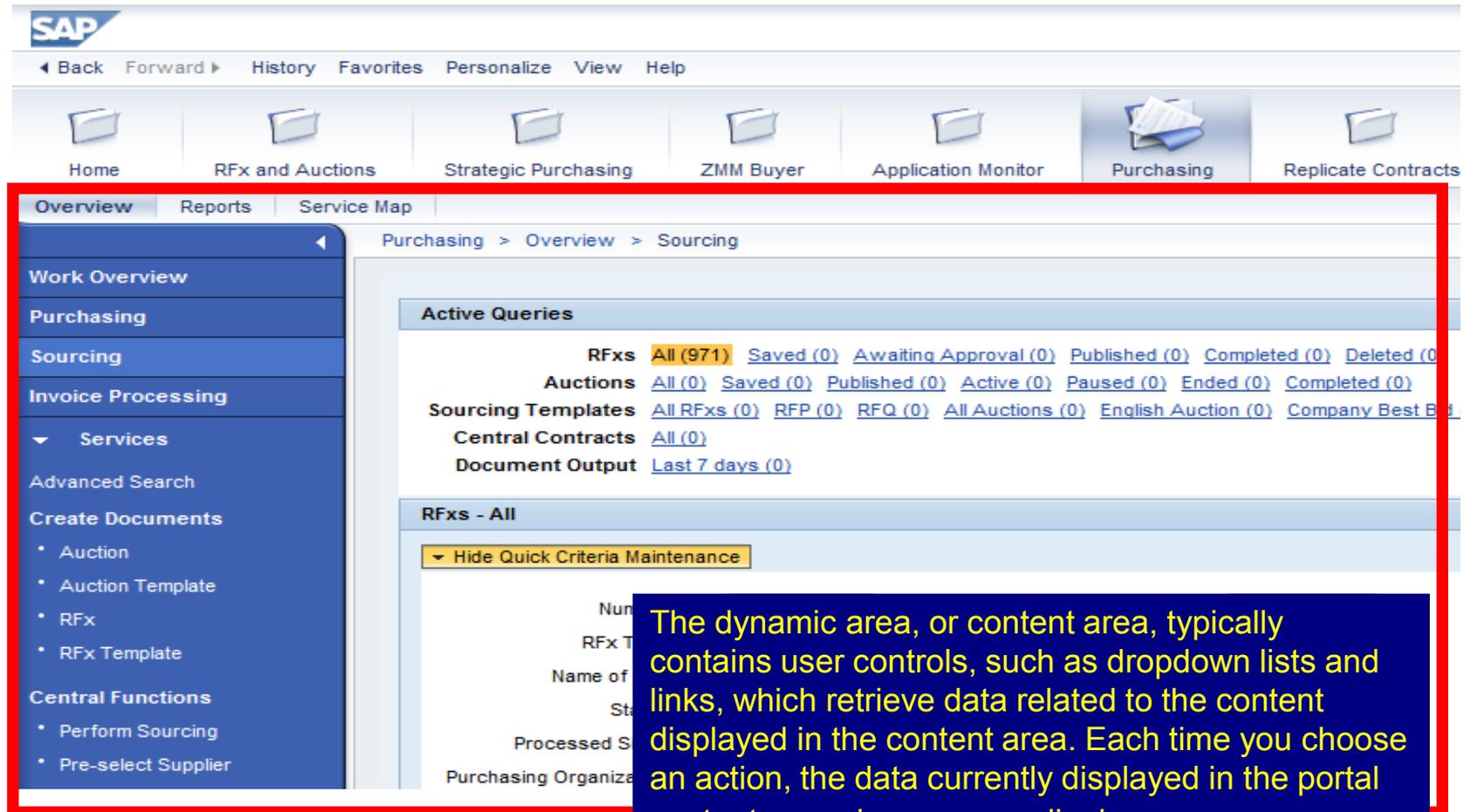
2. Top Level Navigation (Folders)

3. Second Level Navigation



The screenshot shows the SAP SRM Portal interface. A red box highlights the top navigation bar, which includes the SAP logo and a menu with options: Back, Forward, History, Favorites, Personalize, View, and Help. Below this, another red box highlights a row of folder icons for navigation: Home, RFX and Auctions, Strategic Purchasing, ZMM Buyer, Application Monitor, Purchasing, and Replicate Contracts. A third red box highlights the breadcrumb navigation path: Overview > Reports > Service Map > Purchasing > Overview > Sourcing. The main content area displays 'Active Queries' with links for RFXs (All (971), Saved (0), Awaiting Approval (0), Published (0), Completed (0), Deleted (0), Release Rejected (0)), Auctions (All (0), Saved (0), Published (0), Active (0), Paused (0), Ended (0), Completed (0)), Sourcing Templates (All RFXs (0), RFP (0), RFQ (0), All Auctions (0), English Auction (0), Company Best Bid (0)), Central Contracts (All (0)), and Document Output (Last 7 days (0)).

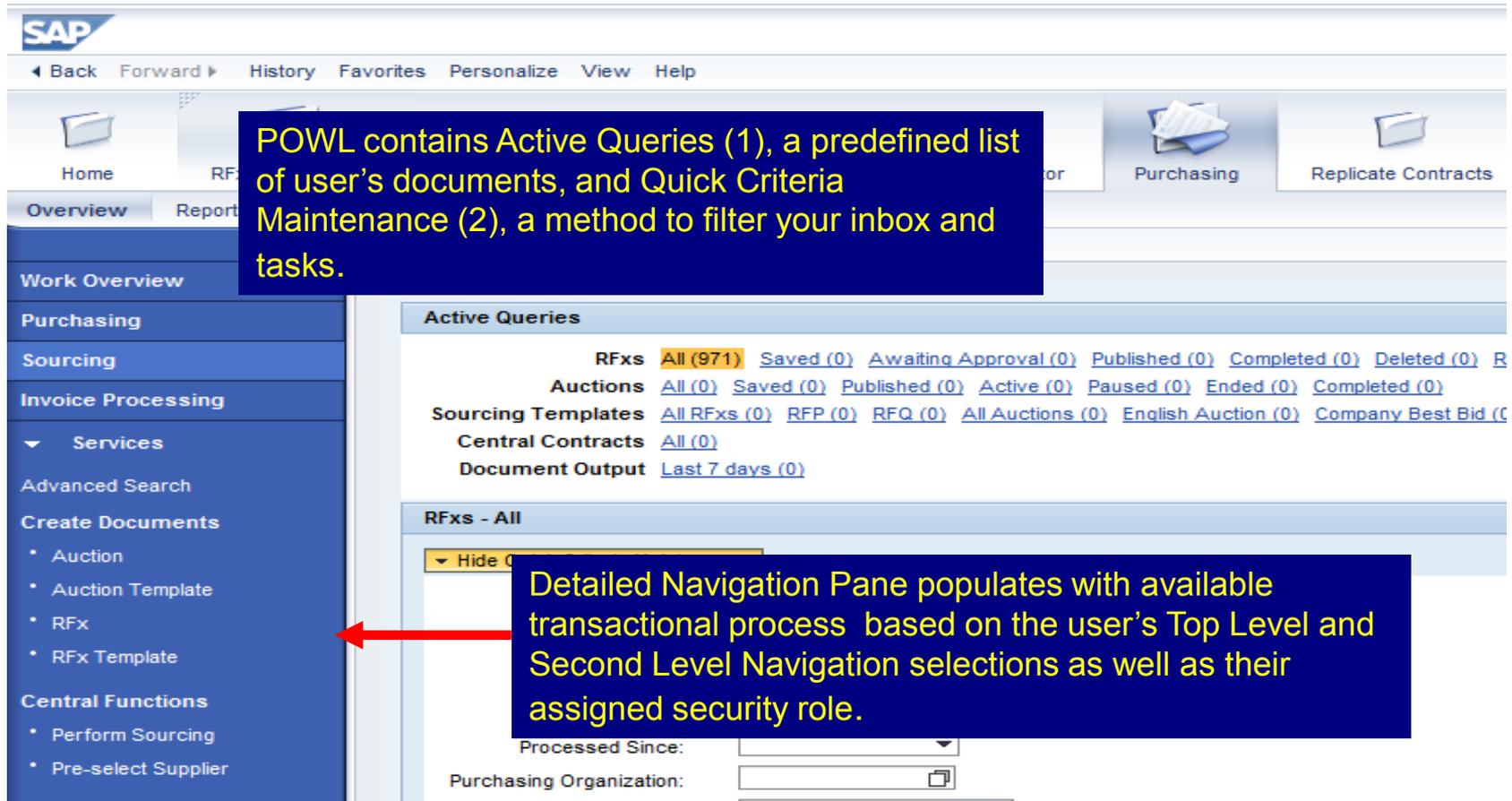
# SRM Portal – Dynamic Area



The screenshot displays the SAP SRM Portal interface. At the top, there is a navigation bar with the SAP logo and a menu with options: Back, Forward, History, Favorites, Personalize, View, and Help. Below this is a folder-style navigation bar with icons for Home, RFX and Auctions, Strategic Purchasing, ZMM Buyer, Application Monitor, Purchasing, and Replicate Contracts. The main content area is titled "Purchasing > Overview > Sourcing" and contains several sections: "Active Queries" with links for RFXs (All (971), Saved (0), Awaiting Approval (0), Published (0), Completed (0), Deleted (0)), Auctions (All (0), Saved (0), Published (0), Active (0), Paused (0), Ended (0), Completed (0)), Sourcing Templates (All RFXs (0), RFP (0), RFQ (0), All Auctions (0), English Auction (0), Company Best Bids (0)), Central Contracts (All (0)), and Document Output (Last 7 days (0)). Below this is a section titled "RFXs - All" with a dropdown menu for "Hide Quick Criteria Maintenance". A red border highlights the navigation menu and the main content area.

The dynamic area, or content area, typically contains user controls, such as dropdown lists and links, which retrieve data related to the content displayed in the content area. Each time you choose an action, the data currently displayed in the portal content area change accordingly.

# SRM Portal – Dynamic Area



**SAP**

◀ Back Forward ▶ History Favorites Personalize View Help

Home RFX Purchasing Replicate Contracts

Overview Report

Work Overview

**Purchasing**

Sourcing

Invoice Processing

Services

Advanced Search

Create Documents

- Auction
- Auction Template
- RFX
- RFX Template

Central Functions

- Perform Sourcing
- Pre-select Supplier

**Active Queries**

RFxs [All \(971\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Published \(0\)](#) [Completed \(0\)](#) [Deleted \(0\)](#) [R](#)

Auctions [All \(0\)](#) [Saved \(0\)](#) [Published \(0\)](#) [Active \(0\)](#) [Paused \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

Sourcing Templates [All RFxs \(0\)](#) [RFP \(0\)](#) [RFQ \(0\)](#) [All Auctions \(0\)](#) [English Auction \(0\)](#) [Company Best Bid \(0\)](#)

Central Contracts [All \(0\)](#)

Document Output [Last 7 days \(0\)](#)

**RFxs - All**

Hide 0

Processed Since: [dropdown]

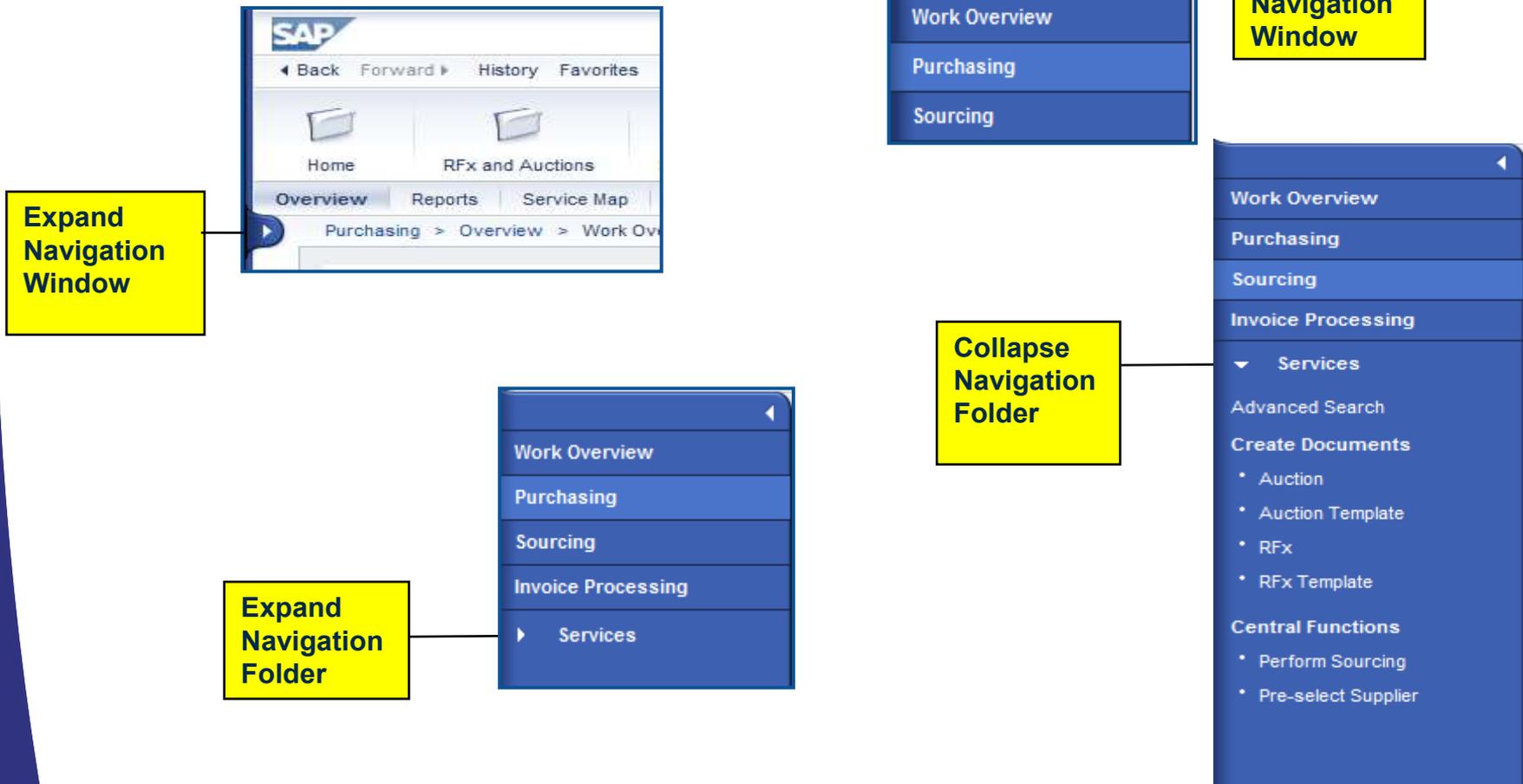
Purchasing Organization: [input]

**POWL contains Active Queries (1), a predefined list of user's documents, and Quick Criteria Maintenance (2), a method to filter your inbox and tasks.**

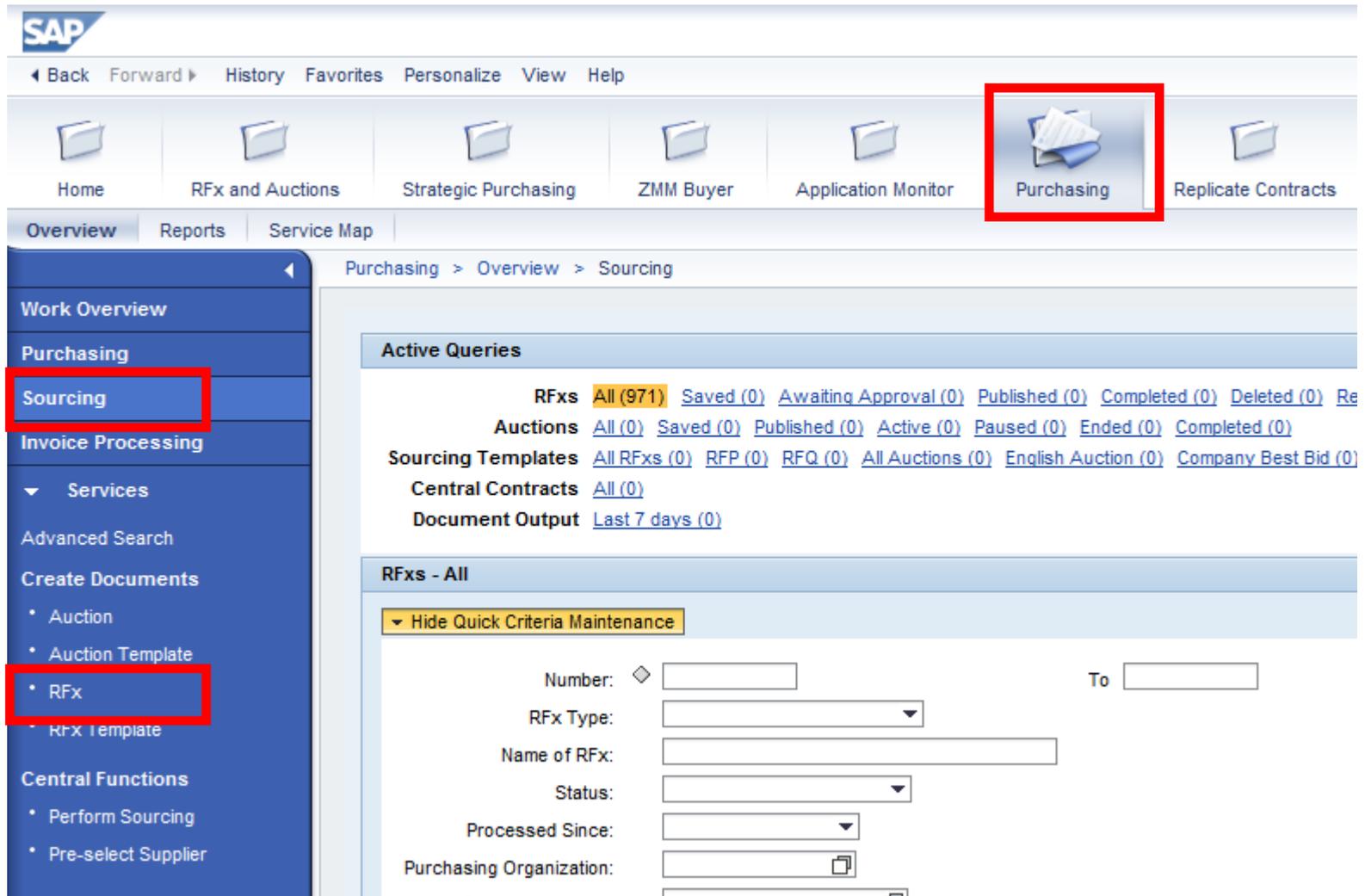
**Detailed Navigation Pane populates with available transactional process based on the user's Top Level and Second Level Navigation selections as well as their assigned security role.**

# SRM Portal – Dynamic Area

Use the small arrow symbols to expand and collapse navigation details as needed.

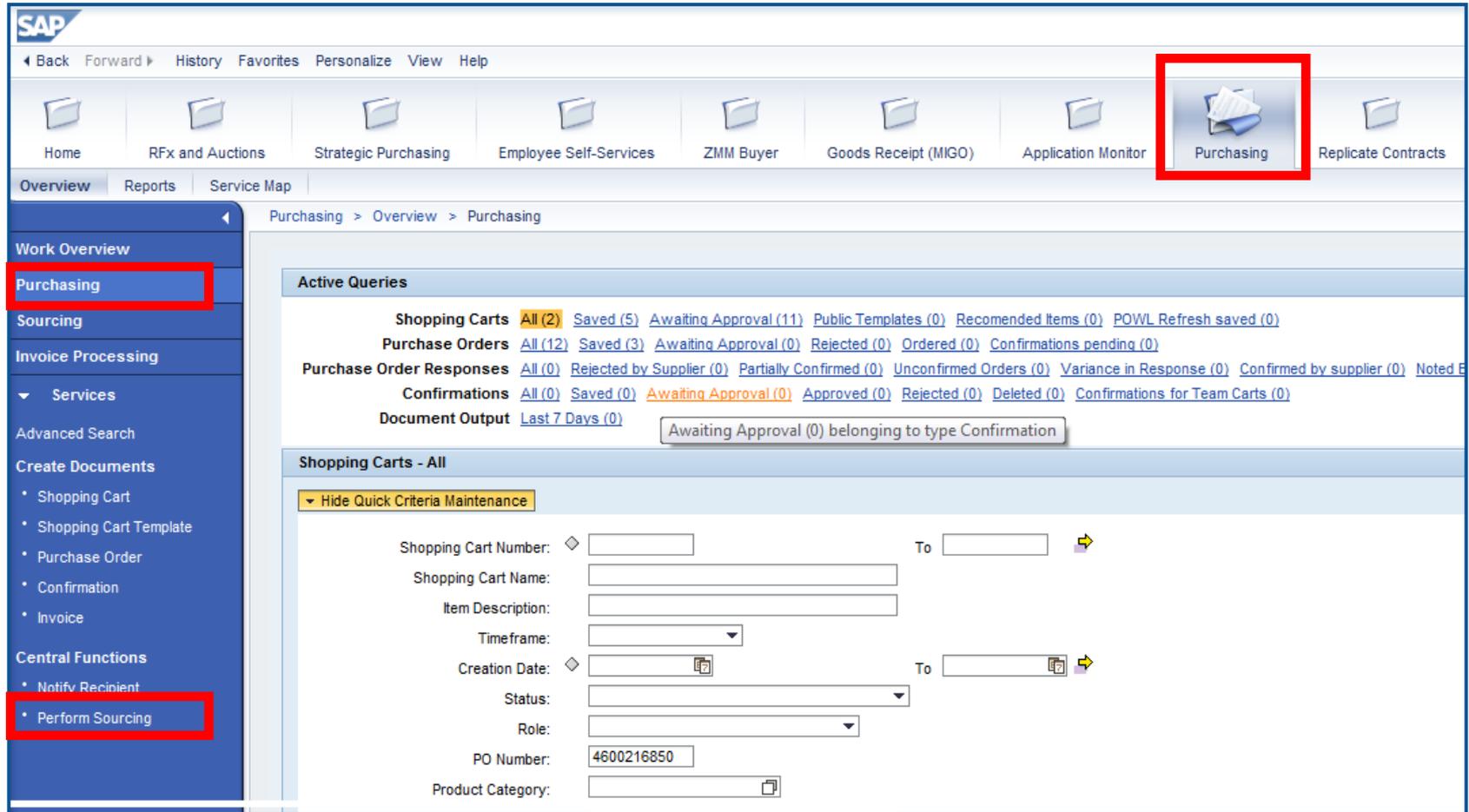


# PO - Folder and Transaction Navigation



The screenshot displays the SAP Purchasing navigation interface. At the top, the SAP logo is visible. Below it is a navigation bar with icons for Home, RFX and Auctions, Strategic Purchasing, ZMM Buyer, Application Monitor, Purchasing (highlighted with a red box), and Replicate Contracts. A secondary navigation bar contains tabs for Overview, Reports, and Service Map. The main content area shows the breadcrumb path: Purchasing > Overview > Sourcing. On the left, a vertical navigation menu lists various options, with 'Sourcing' and 'RFX' highlighted by red boxes. The main content area is divided into sections: 'Active Queries' with links for RFXs (All (971), Saved (0), Awaiting Approval (0), Published (0), Completed (0), Deleted (0), Re), Auctions (All (0), Saved (0), Published (0), Active (0), Paused (0), Ended (0), Completed (0)), Sourcing Templates (All RFXs (0), RFP (0), RFQ (0), All Auctions (0), English Auction (0), Company Best Bid (0)), Central Contracts (All (0)), and Document Output (Last 7 days (0)). Below this is the 'RFXs - All' section, which includes a 'Hide Quick Criteria Maintenance' button and a search form with fields for Number, RFX Type, Name of RFX, Status, Processed Since, and Purchasing Organization.

# RFX - Folder and Transaction Navigation



The screenshot displays the SAP Purchasing navigation interface. At the top, a navigation bar includes a 'Purchasing' folder icon highlighted with a red box. Below this, a sidebar on the left contains a menu with 'Purchasing' and 'Perform Sourcing' highlighted with red boxes. The main content area shows the 'Active Queries' section with various status counts for Shopping Carts, Purchase Orders, and Confirmations. Below this is the 'Shopping Carts - All' section, which includes a search form with fields for Shopping Cart Number, Name, Description, Timeframe, Creation Date, Status, Role, PO Number, and Product Category.

**Navigation Bar:** Home, RFX and Auctions, Strategic Purchasing, Employee Self-Services, ZMM Buyer, Goods Receipt (MIGO), Application Monitor, **Purchasing**, Replicate Contracts

**Sidebar:** Work Overview, **Purchasing**, Sourcing, Invoice Processing, Services, Advanced Search, Create Documents, Central Functions, Perform Sourcing

**Active Queries:**

- Shopping Carts: [All \(2\)](#), [Saved \(5\)](#), [Awaiting Approval \(11\)](#), [Public Templates \(0\)](#), [Recommended Items \(0\)](#), [POWL Refresh saved \(0\)](#)
- Purchase Orders: [All \(12\)](#), [Saved \(3\)](#), [Awaiting Approval \(0\)](#), [Rejected \(0\)](#), [Ordered \(0\)](#), [Confirmations pending \(0\)](#)
- Purchase Order Responses: [All \(0\)](#), [Rejected by Supplier \(0\)](#), [Partially Confirmed \(0\)](#), [Unconfirmed Orders \(0\)](#), [Variance in Response \(0\)](#), [Confirmed by supplier \(0\)](#), [Noted E](#)
- Confirmations: [All \(0\)](#), [Saved \(0\)](#), [Awaiting Approval \(0\)](#), [Approved \(0\)](#), [Rejected \(0\)](#), [Deleted \(0\)](#), [Confirmations for Team Carts \(0\)](#)
- Document Output: [Last 7 Days \(0\)](#)

**Shopping Carts - All**

**Hide Quick Criteria Maintenance**

Shopping Cart Number:  To  

Shopping Cart Name:

Item Description:

Timeframe:

Creation Date:  To  

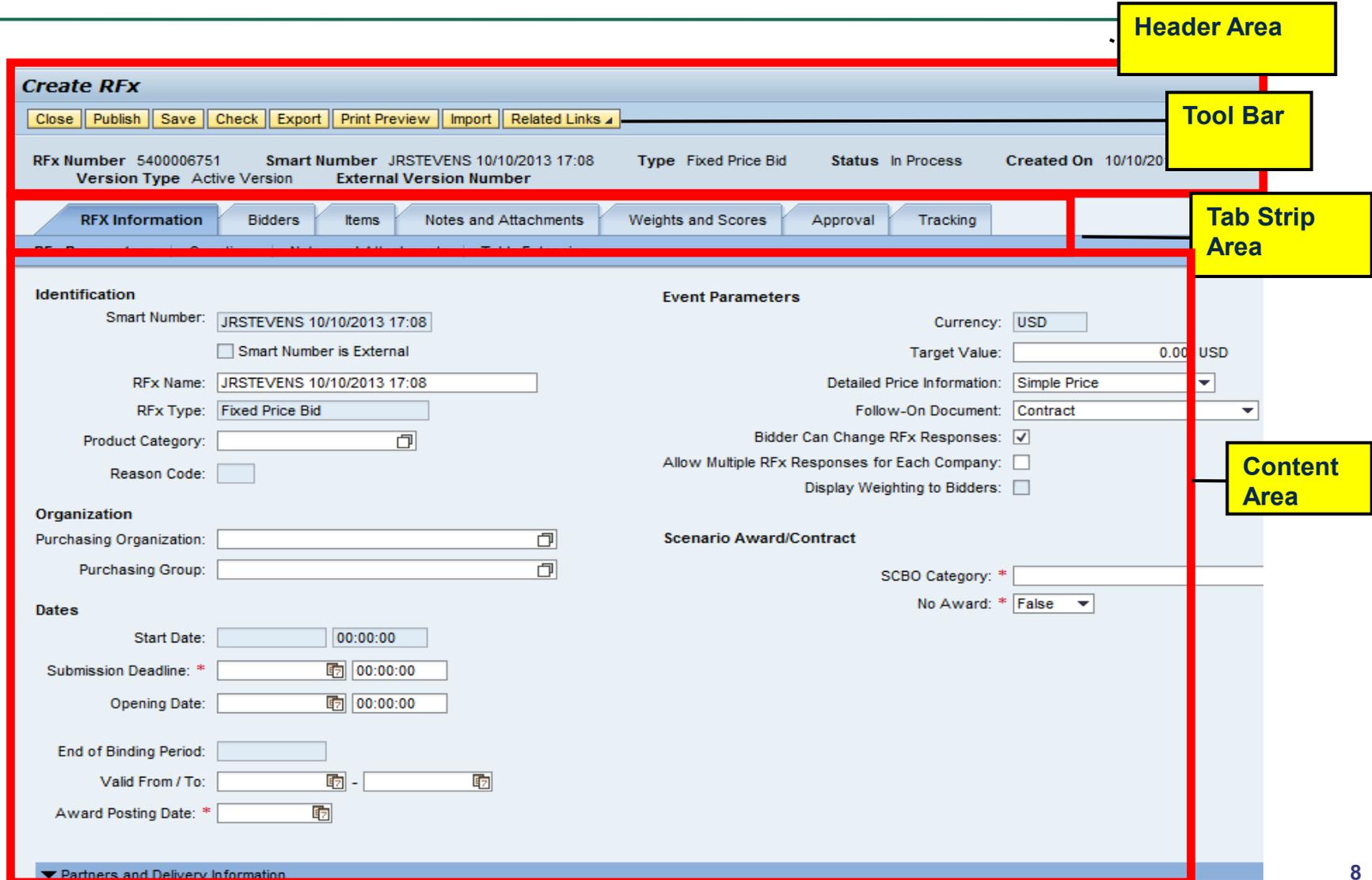
Status:

Role:

PO Number:

Product Category:

# Navigation in SRM RFx



The screenshot displays the 'Create RFx' form in the SRM system. The form is divided into several sections: Identification, Event Parameters, Organization, Dates, and Scenario Award/Contract. A red border highlights the main content area, while yellow callouts identify the Header Area, Tool Bar, Tab Strip Area, and Content Area.

**Header Area:** Contains the title 'Create RFx' and a toolbar with buttons for Close, Publish, Save, Check, Export, Print Preview, Import, and Related Links.

**Tool Bar:** Displays key information: RFx Number 5400006751, Smart Number JRSTEVENS 10/10/2013 17:08, Type Fixed Price Bid, Status In Process, and Created On 10/10/2013. It also shows Version Type Active Version and External Version Number.

**Tab Strip Area:** Features tabs for RFX Information, Bidders, Items, Notes and Attachments, Weights and Scores, Approval, and Tracking.

**Content Area:** The main form fields are organized into sections:

- Identification:** Smart Number (JRSTEVENS 10/10/2013 17:08), Smart Number is External (checkbox), RFx Name (JRSTEVENS 10/10/2013 17:08), RFx Type (Fixed Price Bid), Product Category, and Reason Code.
- Event Parameters:** Currency (USD), Target Value (0.00 USD), Detailed Price Information (Simple Price), Follow-On Document (Contract), Bidder Can Change RFx Responses (checked), Allow Multiple RFx Responses for Each Company (checkbox), and Display Weighting to Bidders (checkbox).
- Organization:** Purchasing Organization and Purchasing Group.
- Dates:** Start Date, Submission Deadline, Opening Date, End of Binding Period, Valid From / To, and Award Posting Date.
- Scenario Award/Contract:** SCBO Category and No Award (False).